



August 10, 2018

DIVISION MEMORANDUM

No. 503, s. 2018

**FIVE-DAY INTER-REGIONAL POST DELIVERY AUDIT AND INVENTORY
OF LEARNING RESOURCES IN SELECTED ELEMENTARY,
JUNIOR AND SENIOR HIGH SCHOOLS**

TO: Assistant Schools Division Superintendents
CID and SGOD Chief
Div. Education Program Supervisors/Coordinators
Public Schools District Supervisors/DIC's
Elementary, Junior & Senior High School Principals

1. Per Regional Memorandum No. 0537, s. 2018, there shall be a Five-day Inter-Regional Post Delivery Audit and Inventory of Learning Resources in Selected Elementary, Junior and Senior High School in all the Schools Division Offices on August 13-18 for Batch 1 and September 2-8, 2018 for Batch 2.
2. The activity aimed to:
 - ↓ account the LR to Learner ratio;
 - ↓ identify the problems in the deliveries and acceptance of LRs;
 - ↓ check the LR inventory report submitted by the concerned property custodians and/or supply officers; and
 - ↓ gather feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LRs.
3. The participants are the assigned monitors from DepEd Central Office, Region VII, the SDO's from Luzon and Mindanao, together with the LRMDS Supervisors, Librarian and Supply Officer of SDO-Region VII.
4. **Relative there to, all School Property Custodians of the Division of Negros Oriental are required to be ready with the accomplished School Inventory Report of Learning Resources (see attached sheets).**
5. Immediate dissemination of this memorandum is desired.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

8/10/18

9-9

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DEPARTMENT OF EDUCATION

Name of School/District/High School _____
 Complete Address _____
 School ID No. _____

Division _____
 Region _____

LEARNERS' RESOURCES SITUATION REPORT AS OF _____

Subject and Grade Level	Title	Quantity			Actual Enrollment SY 2017-2018	LRs Situation	
		Actual Quantity of LRs	Losses and Damages	Usable		Learner's Resources Shortage / Deficiency	Learners' Resources Excess
a	b	c	d	e	f	g	h

$e = c - d$

$g = f - e$

$h = e - f$

English 2		Let's Begin Reading in English					
Math 2	Aklanon	Mathematics LM					
	Bikol	Mathematics LM					
	Chavacano	Mathematics LM					
	Hiligaynon	Mathematics LM					
	Ibanag	Mathematics LM					
	Ilokano	Mathematics LM					
	Ivatan	Mathematics LM					
	Kapampangan	Mathematics LM					
	Kinaraya	Mathematics LM					
	Maguindanaon	Mathematics LM					
	Maranao	Mathematics LM					
	Pangasinan	Mathematics LM					
	Sambal	Mathematics LM					
	Sinugbuanong Binsaya	Mathematics LM					
	Surgaonon	Mathematics LM					
	Tagalog	Mathematics LM					
	Tausug	Mathematics LM					
	Waray	Mathematics LM					
	Yakan	Mathematics LM					
Filipino 2		Ang Bagong Batang Pinoy					
AP 2	Aklanon	Araling Panlipunan LM					
	Bikol	Araling Panlipunan LM					
	Chavacano	Araling Panlipunan LM					
	Hiligaynon	Araling Panlipunan LM					
	Ibanag	Araling Panlipunan LM					
	Ilokano	Araling Panlipunan LM					
	Ivatan	Araling Panlipunan LM					
	Kapampangan	Araling Panlipunan LM					
	Kinaraya	Araling Panlipunan LM					
	Maguindanaon	Araling Panlipunan LM					
	Maranao	Araling Panlipunan LM					
	Pangasinan	Araling Panlipunan LM					
	Sambal	Araling Panlipunan LM					
	Sinugbuanong Binsaya	Araling Panlipunan LM					
	Surgaonon	Araling Panlipunan LM					
	Tagalog	Araling Panlipunan LM					
	Tausug	Araling Panlipunan LM					
	Waray	Araling Panlipunan LM					
	Yakan	Araling Panlipunan LM					
EsP 2	Aklanon	Edukasyon sa Pagpapakatao LM					
	Bikol	Edukasyon sa Pagpapakatao LM					
	Chavacano	Edukasyon sa Pagpapakatao LM					
	Hiligaynon	Edukasyon sa Pagpapakatao LM					
	Ibanag	Edukasyon sa Pagpapakatao LM					
	Ilokano	Edukasyon sa Pagpapakatao LM					
	Ivatan	Edukasyon sa Pagpapakatao LM					
	Kapampangan	Edukasyon sa Pagpapakatao LM					
	Kinaraya	Edukasyon sa Pagpapakatao LM					
	Maguindanaon	Edukasyon sa Pagpapakatao LM					
	Maranao	Edukasyon sa Pagpapakatao LM					
	Pangasinan	Edukasyon sa Pagpapakatao LM					

Subject and Grade Level	Title	Quantity			Actual Enrollment SY 2017-2018	LRs Situation	
		Actual Quantity of LR's	Losses and Damages	Usable		Learner's Resources Shortage / Deficiency	Learners' Resources Excess
a	b	c	d	e	f	g	h

$$e = c - d$$

$$g = f - e$$

$$h = e - f$$

	Sambal	Edukasyon sa Pagpapakatao LM					
EsP 2	Sinugbuanong Binisaya	Edukasyon sa Pagpapakatao LM					
	Surigaonon	Edukasyon sa Pagpapakatao LM					
	Tagalog	Edukasyon sa Pagpapakatao LM					
	Tausug	Edukasyon sa Pagpapakatao LM					
	Waray	Edukasyon sa Pagpapakatao LM					
	Yakan	Edukasyon sa Pagpapakatao LM					
MTB-MLE 2	Akeanon	Mother Tongue Based-Multilingual Education LM					
	Bikol	Mother Tongue Based-Multilingual Education LM					
	Chavacano	Mother Tongue Based-Multilingual Education LM					
	Hiligaynon	Mother Tongue Based-Multilingual Education LM					
	Ibanag	Mother Tongue Based-Multilingual Education LM					
	Ilokano	Mother Tongue Based-Multilingual Education LM					
	Ivatan	Mother Tongue Based-Multilingual Education LM					
	Kapampangan	Mother Tongue Based-Multilingual Education LM					
	Kinaray-a	Mother Tongue Based-Multilingual Education LM					
	Magundanaon	Mother Tongue Based-Multilingual Education LM					
	Maranao	Mother Tongue Based-Multilingual Education LM					
	Pangasinan	Mother Tongue Based-Multilingual Education LM					
	Sambal	Mother Tongue Based-Multilingual Education LM					
	Sinugbuanong Binisaya	Mother Tongue Based-Multilingual Education LM					
	Surigaonon	Mother Tongue Based-Multilingual Education LM					
	Tagalog	Mother Tongue Based-Multilingual Education LM					
	Tausug	Mother Tongue Based-Multilingual Education LM					
	Waray	Mother Tongue Based-Multilingual Education LM					
	Yakan	Mother Tongue Based-Multilingual Education LM					
MAPEH 2	Akeanon	Music, Arts, Physical Education and Health LM					
	Bikol	Music, Arts, Physical Education and Health LM					
	Chavacano	Music, Arts, Physical Education and Health LM					
	Hiligaynon	Music, Arts, Physical Education and Health LM					
	Ibanag	Music, Arts, Physical Education and Health LM					
	Ilokano	Music, Arts, Physical Education and Health LM					
	Ivatan	Music, Arts, Physical Education and Health LM					
	Kapampangan	Music, Arts, Physical Education and Health LM					
	Kinaray-a	Music, Arts, Physical Education and Health LM					
	Magundanaon	Music, Arts, Physical Education and Health LM					
	Maranao	Music, Arts, Physical Education and Health LM					
	Pangasinan	Music, Arts, Physical Education and Health LM					
	Sambal	Music, Arts, Physical Education and Health LM					
	Sinugbuanong Binisaya	Music, Arts, Physical Education and Health LM					
	Surigaonon	Music, Arts, Physical Education and Health LM					
	Tagalog	Music, Arts, Physical Education and Health LM					
	Tausug	Music, Arts, Physical Education and Health LM					
	Waray	Music, Arts, Physical Education and Health LM					
	Yakan	Music, Arts, Physical Education and Health LM					

Note Usable inventory considerations:

1. Must include only learning materials/textbooks which are still in good or fair condition and can still be issued to students this SY 2017-2018.
2. Must specify each mother-tongue based language/s per learning areas, particularly for Grades 1 to 3
3. Must specify the book or area of specialization, especially for Grades 11 and 12

Prepared by

Certified True and Correct

Supply Officer/ Property Custodian

Public School Principal / School Head

Date

Date

Subject and Grade Level	Title	Quantity			Actual Enrollment SY 2017-2018	LRs Situation		
		Actual Quantity of LR's	Losses and Damages	Usable		Learner's Resources Shortage / Deficiency	Learners' Resources Excess	
a	b	c	d	e	f	g	h	
					$e = c - d$		$g = f - e$	$h = e - f$

ESP 3	Akeanon	Edukasyon sa Pagpapakatao LM					
	Bikol	Edukasyon sa Pagpapakatao LM					
	Chavacano	Edukasyon sa Pagpapakatao LM					
	Hiligaynon	Edukasyon sa Pagpapakatao LM					
	Ibanag	Edukasyon sa Pagpapakatao LM					
	Ilokan	Edukasyon sa Pagpapakatao LM					
	Ivatan	Edukasyon sa Pagpapakatao LM					
	Kapampangan	Edukasyon sa Pagpapakatao LM					
	Kinaraya	Edukasyon sa Pagpapakatao LM					
	Maguindanaon	Edukasyon sa Pagpapakatao LM					
	Maranao	Edukasyon sa Pagpapakatao LM					
	Pangasinan	Edukasyon sa Pagpapakatao LM					
	Sambal	Edukasyon sa Pagpapakatao LM					
	Sinugbuanong Binsaya	Edukasyon sa Pagpapakatao LM					
	Surganon	Edukasyon sa Pagpapakatao LM					
	Tagalog	Edukasyon sa Pagpapakatao LM					
	Tausug	Edukasyon sa Pagpapakatao LM					
Waray	Edukasyon sa Pagpapakatao LM						
Yakan	Edukasyon sa Pagpapakatao LM						
MTB-MLE 3	Akeanon	Mother Tongue Based Multilingual Education LM					
	Bikol	Mother Tongue Based Multilingual Education LM					
	Chavacano	Mother Tongue Based Multilingual Education LM					
	Hiligaynon	Mother Tongue Based Multilingual Education LM					
	Ibanag	Mother Tongue Based Multilingual Education LM					
	Ilokan	Mother Tongue Based Multilingual Education LM					
	Ivatan	Mother Tongue Based Multilingual Education LM					
	Kapampangan	Mother Tongue Based Multilingual Education LM					
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	Maguindanaon	Mother Tongue Based Multilingual Education LM					
	Maranao	Mother Tongue Based Multilingual Education LM					
	Pangasinan	Mother Tongue Based Multilingual Education LM					
	Sambal	Mother Tongue Based Multilingual Education LM					
	Sinugbuanong Binsaya	Mother Tongue Based Multilingual Education LM					
	Surganon	Mother Tongue Based Multilingual Education LM					
	Tagalog	Mother Tongue Based Multilingual Education LM					
	Tausug	Mother Tongue Based Multilingual Education LM					
Waray	Mother Tongue Based Multilingual Education LM						
Yakan	Mother Tongue Based Multilingual Education LM						
MAPEH 3	Akeanon	Music, Arts, Physical Education and Health LM					
	Bikol	Music, Arts, Physical Education and Health LM					
	Chavacano	Music, Arts, Physical Education and Health LM					
	Hiligaynon	Music, Arts, Physical Education and Health LM					
	Ibanag	Music, Arts, Physical Education and Health LM					
	Ilokan	Music, Arts, Physical Education and Health LM					
	Ivatan	Music, Arts, Physical Education and Health LM					
	Kapampangan	Music, Arts, Physical Education and Health LM					
	Kinaraya	Music, Arts, Physical Education and Health LM					
	Maguindanaon	Music, Arts, Physical Education and Health LM					
	Maranao	Music, Arts, Physical Education and Health LM					
	Pangasinan	Music, Arts, Physical Education and Health LM					
	Sambal	Music, Arts, Physical Education and Health LM					
	Sinugbuanong Binsaya	Music, Arts, Physical Education and Health LM					
	Surganon	Music, Arts, Physical Education and Health LM					
	Tagalog	Music, Arts, Physical Education and Health LM					
	Tausug	Music, Arts, Physical Education and Health LM					
Waray	Music, Arts, Physical Education and Health LM						
Yakan	Music, Arts, Physical Education and Health LM						

Note. Usable inventory considerations:

1. Must include only learning materials/textbooks which are still in good or fair condition and can still be issued to students this SY 2017-2018
2. Must specify each mother tongue based language/s per learning areas, particularly for Grades 1 to 3
3. Must specify the book or area of specialization, especially for Grades 11 and 12

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DEPARTMENT OF EDUCATION

Name of School/District/High School _____
 Complete Address _____
 School ID No _____

Division _____
 Region _____

LEARNERS' RESOURCES SITUATION REPORT AS OF _____

Subject and Grade Level <i>a</i>	Title <i>b</i>	Quantity			Actual Enrollment SY 2017-2018 <i>f</i>	LRs Situation	
		Actual Quantity of LRs <i>c</i>	Losses and Damages <i>d</i>	Usable <i>e</i>		Learner's Resources Shortage / Deficiency <i>g</i>	Learners' Resources Excess <i>h</i>
		$e = c - d$			$g = f - e$		$h = e - f$
English 4	English LM						
Science 4	Science LM						
Math 4	Mathematics LM						
Filipino 4	Yaman ng Lahit						
Araling Panlipunan 4	Araling Panlipunan LM						
EsP 4	Edukasyon sa Pagpapakatao LM						
MA 4	Musika at Sining LM						
PE & Health 4	Edukasyong Pangkatawan at Pangkalusugan						
ERP 4	Edukasyong Pantahanan at Pangkabuhayan						

- Note: Usable inventory considerations:
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Certified True and Correct _____

Supply Officer/ Property Custodian _____

Public School Principal / School Head _____

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$e = c - d$					$g = f - e$		$h = e - f$
English 5	Joy in Learning English 5						
Science 5	Science Beyond Borders 5						
Math 5	21st Century MATHletes 5						
Filipino 5	Atab Filipino 5						
Araling Panlipunan 5	Araling Panlipunan Pilipinas Bilang Isang Bansa 5						
EsP 5	Ugaling Pilipino sa Makabagong Panahon						
MA 5	Halinang Umawit at Gumuhit						
PE & Health 5	Masigla at Malusog na katawan at Isipan						
EPF 5	Kaalaman At Kasanayan Tungo Sa Kaunlaran 5						

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Division: _____
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LEARNERS' RESOURCES SITUATION REPORT AS OF _____

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		Actual Quantity of LRs <i>c</i>	Losses and Damages <i>d</i>	Usable <i>e</i>		Learner's Resources Shortage / Deficiency <i>g</i>	Learners' Resources Excess <i>h</i>
					$e = c - d$		$g = f - e$
					$h = e - f$		
English 6	Joy in Learning English 6						
Science 6	Science Beyond Borders 6						
Math 6	21st Century MATHletes 6						
Filipino 6	Alab Filipino 6						
AP 6	Arang Panlipunan LM						
EsP 6	Ugaling Pilipino sa Makabagong Panahon 6						
MA 6	Music and Arts for Fun 6						
PE & Health 6	PE & Health for Fun 6						
TLE 6	Life Skills Through TLE 6						

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Division _____
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LEARNERS' RESOURCES SITUATION REPORT AS OF _____

Subject and Grade Level a	Title b	Quantity			Actual Enrollment SY 2017-2018 f	LRs Situation	
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$e = c - d$ $g = f - e$ $h = e - f$

English 8	English						
Science 8	Science						
Math 8	Mathematics						
Filipino 8	Panitikan Pilipino						
Araling Panlipunan 8	Araling Panlipunan						
EsP 8	Edukasyon sa Pagpapakatao						
MA 8	Music & Arts of Asia						
P.E. & Health 8	Physical Education & Health						
TLF 8							

Note: Usable inventory considerations:
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 3. Must specify the book or area of specialization, especially for Grades 11 and 12

Prepared by _____

 Supply Officer/ Property Custodian
 Date _____

Certified True and Correct

 Public School Principal / School Head
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			$e = c - d$			$g = f - e$ $h = e - f$	
English 9	A Journey Through Anglo-American Literature						
Science 9	Science Learner's Module						
Math 9	Mathematics						
Filipino 9	Pantikang Asyano						
Araling Panlipunan 9	Kasaysayan ng Daigdig						
EsP 9	Edukasyon sa Pagpapakatao Modyul ng Mag-aaral						
MA 9	Music and Arts Learner's Materials						
P.E. & Health 9	Physical Education and Health Learner's Materials						
TLE 9							

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Subject and Grade Level a	Title b	Quantity			Actual Enrollment SY 2017- 2018 f	LRs Situation	
		Actual Quantity of LRs c	Losses and Damages d	Usable e		Learner's Resources Shortage / Deficiency g	Learners' Resources Excess h
English 10	Celebrating Diversity through World Literature						
Science 10	Science Learner's Materials						
Math 10	Mathematics Learner's Materials						
Filipino 10	Filipino Kagamitan ng Mag-aaral						
Araling Panlipunan 10	Ekonomiks						
EsP 10	Edukasyon sa Pagpapakatao Kagamitan ng Mag-aaral						
Music & Arts 10	Horizons Music and Arts Appreciation for Young Filipinos						
P.E. & Health 10	Physical Education & Health Learner's Materials						
TLE 10							

$$e = c - d \qquad g = f - e \qquad h = e - f$$

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				$e = c - d$		$g = f - e$	$h = e - f$
SHS	21st Century Literature from the Philippines and the World SC						
SHS	21st Century Literature from the Philippines and the World TG						
SHS	Earth and Life Science SC						
SHS	Earth and Life Science TG						
SHS	Physical Education and Health SC						
SHS	Physical Education and Health TG						
SHS	General Mathematics SC						
SHS	General Mathematics TG						
SHS	Understanding Culture, Society and Politics SC						
SHS	Understanding Culture, Society and Politics TG						
SHS	Komunikasyon at Pananaliksik sa Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino TG						
SHS	Introduction to Philosophy of the Human Person SC						
SHS	Introduction to Philosophy of the Human Person TG						
SHS	Personal Development SC						
SHS	Personal Development TG						
SHS	Pre-Calculus SC						
SHS	Pre-Calculus TG						
SHS	Bread and Pastry Production SC						
SHS	Pansariling Kaunlaran SC						
SHS	Pansariling Kaunlaran TG						
SHS	Food and Beverage Services SC						
SHS	English for Academic and Professional Purposes SC						
SHS	English for Academic and Professional Purposes ACAD						
SHS	English for Academic and Professional Purposes TVL						
SHS	English for Academic and Professional Purposes ARTS						
SHS	English for Academic and Professional Purposes SPORTS						
SHS	Cookery Module 1 SC						
SHS	Cookery Module 1 TG						
SHS	Cookery Module 2 SC						
SHS	Cookery Module 2 TG						
SHS	Reading and Writing						
SHS	Fundamentals of Accountancy, Business, and Management 1						
SHS	Practical Research						
SHS	Basic Calculus						

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$e = c - d$					$g = f - e$		$h = e - f$
SHS	Basic Calculus						
SHS	Disaster Readness and Risk Reduction						
SHS	Disaster Readness and Risk Reduction						
SHS	Psychosocial Aspects of Sports and Exercise						
SHS	Psychosocial Aspects of Sports and Exercise						
SHS	Fundamentals of Accountancy, Business, and Management 2						
SHS	Fundamentals of Accountancy, Business, and Management 2						
SHS	Principles of Marketing						
SHS	Principles of Marketing						
SHS	Empowerment Technologies Applied						
SHS	Empowerment Technologies Applied (ACAD)						
SHS	Empowerment Technologies Applied (Arts and Design)						
SHS	Empowerment Technologies Applied (TechVoc)						
SHS	Empowerment Technologies Applied Sports						
SHS	Pambungad sa Pilosopiya ng Tao SC						
SHS	Pambungad sa Pilosopiya ng Tao TG						
SHS	General Chemistry 2						
SHS	General Chemistry 2						
SHS	Introduction to World Religions and Belief Systems SC						
SHS	Introduction to World Religions and Belief Systems TG						
SHS	Business Math						
SHS	Business Math						
SHS	Disciplines and Ideas in the Social Sciences						
SHS	Disciplines and Ideas in the Social Sciences						
SHS	Conceptualize, Craft, Create! Creative Industries 1 RD						
SHS	Conceptualize, Craft, Create! Creative Industries 1 TG						
SHS	Creative Industries 2-Performing Arts						
SHS	Creative Industries 2-Performing Arts						
SHS	Safety and First Aid						
SHS	Safety and First Aid						
SHS	Fundamentals of Coaching						
SHS	Fundamentals of Coaching						

Note. Usable inventory considerations:

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3. Must specify the book or area of specialization, especially for Grades 11 and 12

Prepared by _____

Certified True and Correct

Supply Officer/ Property Custodian

Public School Principal / School Head

Date _____

Date _____



MONITORING TOOL - SCIENCE EQUIPMENT (GRADES 7 to 10)

Name of School: _____

School ID No _____ Division _____ Region _____

Name of School Head: _____

Name of Property Custodian _____

Name of Informant: _____

Instruction to the Monitoring Team/Property Custodian/Laboratory Teacher/Teacher

Name of Tool / Equipment /Learner's Material	In the space provided below, marked with a ✓ if the equipment and /or learner's material has been received and mark with ✗ if it was not.	In the space provided below, write the number of the equipment and /or learner's material that has been received	Of the total number received, how many are (marked with a ✓ in the choices you made. You can have more than one choice)						Do you need training on the use of the equipment / learner's material
			in good working condition?	in need of repair?	broken?	unserviceable?	lost?	others, specify in the space provided below	
1 Advanced Electromagnetism Kit		kit							
2 Bar Magnets, Alnico type, 150 mm X 12 mm X 6 mm									
6 Magnetic compass, 20 mm diameter									
2 J-Magnets, Alnico, 6 mm X 16 mm cross section X 100 mm long, jaw opening: 50 mm									
1 Magnetic field mapper-9 cm X 16 cm clear transparent casing contains iron filings immersed in transformer oil, should clearly show magnetic lines									
1 spool magnet wire (enamel coated) #20, 100 ft									
1 steel rod 1/2" dia x 4" long									
2 copper wire solid, #14, insulated, 15 each cm long									
3 wood blocks 1" X 3" X 4" with pilot holes that run through center of block									
2 Air Blower, variable speed control		unit							
3 Alcohol Burner, glass, 150 ml. Capacity		pc							
4 Alcohol Thermometer, -20°C to 110°C		pc							
5 Aluminum Rod, solid, 8 mm (minimum) x 300mm long (Conductor)		pc							
6 Aneroid Barometer Set (demonstration type)		unit							
7 Aneroid Barometer Set (wall type)		unit							
8 Animal Cell Chart, tarpaulin, 660mm x 500mm		pc							
9 Archimedes Principle Set		set							
10 AWG # 18 stranded wire connector, blue, 250mmL w/ alligator clips at both ends		pc							
11 AWG # 18 stranded wire connector, red, 250mmL w/ alligator clips at both ends		pc							
12 AWG # 18 Wire, black, 250mm long with alligator clips at both ends		ft							
13 AWG # 18 Wire, black, 500mm long with alligator clips at both ends		ft							
14 AWG # 18 Wire, red, 250mm long with alligator clips at both ends		ft							
15 AWG # 18 Wire, red, 500mm long with alligator clips at both ends		ft							
16 Baking Soda (NaHCO ₃), 200 grams / bottle		bottle							
17 Balance, Triple-Beam		unit							
18 Balance, Triple-Beam, 2610-gram capacity		unit							
19 Bar Magnet, 6" x 3/4" x 1/4"		pc							
20 Basic Electronics Kit		kit							
a) Resistors: 1 assembly 1000 Ω, 2 watts; 1 assembly 2000 Ω, 2 watts; 1 assembly 10 kΩ, 2 watts; 1 assembly 100 kΩ 2 watts									
b) Rectifier Diodes, IN 4002: 4 assemblies									
c) LED, large size - 1 assembly, white									
d) NPN transistor, 2N3440 or 2N3439 or equivalent - 1 assembly									
e) Capacitor 1500 μF, 25 V- 1 assembly									
f) Variable Resistor, large, rotary, carbon, 5 kΩ, mono-1 assembly									
21 Basic Lens Set (set of 6 lenses)		set							
22 Beaker, 100 ml, borosilicate		pc							
23 Beaker, 1000ml		pc							
24 Beaker, 250 ml, borosilicate		pc							
25 Beaker, 50 ml, borosilicate		pc							
26 Beaker, 500 ml., polypropylene plastic		pc							
27 Beaker, 600 ml, borosilicate		pc							
28 Benedict's Solution, 100ml/bottle		bottle							
29 Borax, 100 grams / bottle		bottle							
30 Boric Acid, 100 ml / bottle		bottle							
31 Boric Acid, 100g, 1 inch		pc							
32 Boric Acid, 100g, 1 inch		pc							
33 Boric Acid, 100g, 1 inch		pc							
34 Boric Acid, 100g, 1 inch		pc							
35 Boric Acid, 100g, 1 inch		pc							
36 Boric Acid, 100g, 1 inch		pc							
37 Boric Acid, 100g, 1 inch		pc							
38 Boric Acid, 100g, 1 inch		pc							
39 Boric Acid, 100g, 1 inch		pc							
40 Boric Acid, 100g, 1 inch		pc							
41 Boric Acid, 100g, 1 inch		pc							
42 Boric Acid, 100g, 1 inch		pc							
43 Boric Acid, 100g, 1 inch		pc							
44 Boric Acid, 100g, 1 inch		pc							
45 Boric Acid, 100g, 1 inch		pc							
46 Boric Acid, 100g, 1 inch		pc							
47 Boric Acid, 100g, 1 inch		pc							
48 Boric Acid, 100g, 1 inch		pc							
49 Boric Acid, 100g, 1 inch		pc							
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51 Boric Acid, 100g, 1 inch		pc							
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54 Boric Acid, 100g, 1 inch		pc							
55 Boric Acid, 100g, 1 inch		pc							
56 Boric Acid, 100g, 1 inch		pc							
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76 Boric Acid, 100g, 1 inch		pc							
77 Boric Acid, 100g, 1 inch		pc							
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79 Boric Acid, 100g, 1 inch		pc							
80 Boric Acid, 100g, 1 inch		pc							
81 Boric Acid, 100g, 1 inch		pc							
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83 Boric Acid, 100g, 1 inch		pc							
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90 Boric Acid, 100g, 1 inch		pc							
91 Boric Acid, 100g, 1 inch		pc							
92 Boric Acid, 100g, 1 inch		pc							
93 Boric Acid, 100g, 1 inch		pc							
94 Boric Acid, 100g, 1 inch		pc							
95 Boric Acid, 100g, 1 inch		pc							
96 Boric Acid, 100g, 1 inch		pc							
97 Boric Acid, 100g, 1 inch		pc							
98 Boric Acid, 100g, 1 inch		pc							
99 Boric Acid, 100g, 1 inch		pc							
100 Boric Acid, 100g, 1 inch		pc							

Name of Tool / Equipment / Learner's Material	In the space provided below, marked with a <input checked="" type="checkbox"/> if the equipment and / or learner's material has been received and mark with <input type="checkbox"/> if it was not.	In the space provided below, write the number of the equipment and / or learner's material that has been received	Of the total number received, how many are (marked with a <input checked="" type="checkbox"/>) the choices you made. You can have more than one choice					In the space provided below, specify the equipment learner's material
			in good working condition?	in need of repair?	broken?	unserviceable?	lost?	
44 Copper Sulfate, CuSO ₄ , 100 grams / bottle		bottle						
45 Copper wire AWG # 18, solid		meter						
46 Cork Borers, 4mm to 20mm OD, 12 borers/set		set						
47 Cork stopper for 250 ml Erlenmeyer flask, with 1 hole		pc						
48 Cork stopper for 250 ml Erlenmeyer flask, with 2 holes		pc						
49 Cork stopper for Ø 16mm test tube		pc						
50 Cup Anemometer with Wind Vane, handheld, digital direct reading		unit						
51 DC Ammeter		unit						
52 DC String Vibrator with String		unit						
53 DC Voltmeter		unit						
54 Development of an Embryo Chart, tarpaulin, 660mm x 500mm		pc						
55 Dissecting Set		set						
56 Distillation Setup		set						
Distilling flask, 250ml		pc						
Condenser, Leibig-type (straight)		pc						
Rubber stopper for distilling flask w/ two 6mm holes; 60-70 Duro		pc						
Rubber stopper for condenser w/ one hole; 60-70 Duro		pc						
Rubber tube, Ø 16mm x 6mm x 2000mm long		ft						
57 Dry Cell Holder, for single size D dry cell, 4 post/set		set						
58 Dry Cell Holder, single		pc						
59 Dry Cell, 9 V, ISO Certified		pc						
60 Dry Cell, 1.5 V, size D, ISO Certified		pc						
61 Erlenmeyer Flask, 250 ml, borosilicate		pc						
62 Evaporating Dish, 75 ml. capacity		pc						
63 Experiment Module		pc						
64 Ferrous Sulfate, 100 grams / bottle		bottle						
65 Filter Paper, ordinary, 24" x 24" sheet		sh						
66 Florence Flask, 250 ml., borosilicate glass		pc						
67 Food Guide Pyramid Chart, tarpaulin, 660mm x 500mm		pc						
68 Free-Fall Apparatus (includes Solenoid, Pad Switch, Synchro Box, Timer, etc.)		set						
69 Friction Apparatus		set						
70 Fuse Holder with Fuse		pc						
71 Galvanometer		unit						
72 Gene Map of the Human Chromosome, tarpaulin, 660mm x 500mm		pc						
73 Gentian Violet, 100 ml / bottle		bottle						
74 Glass Cover Slips, 100 a/box		box						
75 Glass Funnel, Ø 50mm (Top Inside Diameter), length of stem: 75mm		pc						
76 Glass Rod, solid, Ø 6mm (minimum) x 300mm long (insulator)		pc						
77 Glass Slides, 72 a/box		box						
78 Glass Tube, 3mm OD x 1200mm long (for experiments in capillarity)		ft						
79 Glass Tube, 6mm OD x 1200mm long (for experiments in capillarity)		ft						
80 Glass Tubes, Hemocrit, 100's/pack (for experiments in capillarity)		pack						
81 Glass Tubing, Ø 4mm x 1220mm long		ft						
82 Glass Tubing, Ø 6mm x Ø 4mm x 1220mm long		ft						
83 Graduated Cup, 250 ml. Capacity, plastic, transparent		pc						
84 Graduated cylinder, 10 ml cap, borosilicate		pc						
85 Graduated Cylinder, 10 ml. Capacity		pc						
86 Graduated Cylinder, 100 ml. capacity		pc						
87 Graduated Cylinder, 100 ml., borosilicate		pc						
88 Hand Gloves, acid/solvent-resistant, super nitrile		pair						
89 Hand Lens, at least 10x magnification		pc						
90 Hand Lens, at least 5x magnification		pc						
91 Hooked Masses		pc						
500-gram Hooked Mass		pc						
250-gram Hooked Mass		pc						
20-gram Hooked Mass		set						
92 Hooke's Law Apparatus		set						
93 Hydrochloric Acid, HCl, technical grade, 500 ml / bottle		bottle						
94 Hydrometer, Specific Gravity: 0.700 - 2.000, 15" long		pc						
95 Iodine Solution, 100 ml / bottle		bottle						
96 Knife Switch, SPST		pc						
97 Laboratory Tong, stainless steel, 8 3/4" long		pc						
98 Lens Paper, 80's/pack		pack						
99 Lever Assembly		pc						
100 Life Cycle of a Plant Chart, tarpaulin, 660mm x 500mm		pc						
101 Linen Sheets		set						
102 Linen Sheets		set						
103 Linen Sheets		set						
104 Linen Sheets		set						
105 Linen Sheets		set						
106 Linen Sheets		set						
107 Linen Sheets		set						
108 Linen Sheets		set						
109 Linen Sheets		set						
110 Linen Sheets		set						
111 Linen Sheets		set						
112 Linen Sheets		set						
113 Linen Sheets		set						
114 Linen Sheets		set						
115 Linen Sheets		set						
116 Linen Sheets		set						
117 Linen Sheets		set						
118 Linen Sheets		set						
119 Linen Sheets		set						
120 Linen Sheets		set						

Name of Tool / Equipment / Learner's Material	In the space provided below, marked with a ✓ if the equipment and / or learner's material has been received and mark with x if it was not	In the space provided below, write the number of the equipment and / or learner's material that has been received	Of the total number received, how many are... (marked with a ✓ in the choices you made. You can have more than one choice)					Do you plan training on the use of the equipment / learner's material?
			is good working condition?	in need of repair?	broken?	unserviceable?	lost?	
111 Map of Philippine Volcanoes, 34" x 51", tarpaulin								
112 Map of Stars, 48" x 54", tarpaulin		unit						
113 Map of World Climates, 42" x 42", tarpaulin		unit						
114 Medicine Dropper, 2 ml. capacity		unit						
115 Mendel's Law Charts:		pc						
Monohybrid Cross Chart, tarpaulin, 660mm x 500mm		pc						
Dihybrid Cross Chart, tarpaulin, 660mm x 500mm		pc						
116 Meterskik, plastic		pc						
117 Microscope, Compound		unit						
118 Microscope's Immersion Oil, 100mL/bot		bottle						
Miniature Bulb base (Socket), screw-type								
119 Binding posts		pc						
120 Miniature Bulb, 2.5 V, screw-type		pc						
121 Miniature Light Bulb Base (Socket), 3 pcs/set, with baseboard & binding posts		set						
122 Miniature Light Bulb, 1.35 to 2.5 V, 0.05 A or greater handling current, 3 pcs/set		set						
123 Mirror Set (set of 3 mirrors)		set						
124 Model, Animal Meiosis		unit						
125 Model, Animal Mitosis		unit						
126 Model, Human Skeleton		unit						
127 Model, Human Torso		unit						
128 Mortar and Pestle, 150 ml. Capacity		set						
129 Motor-Generator Model Experiment Set		set						
130 Multiclamp Assembly		assy						
131 Multimeter, digital		unit						
132 Musical cards, Size A5 (210mm x 148mm)		pc						
133 Musical Instrument, miniature Guitar		unit						
134 NSTIC-developed Heat Conductivity Apparatus		pc						
135 NSTIC-developed Thermocline Apparatus		pc						
136 Ø12.7mm x 1000mm long Stand Rod		pc						
137 Ø9.5mm x 250mm long Stand Rod		pc						
138 Ø9.5mm x 500mm long Stand Rod		pc						
139 Oil, vegetable, 100 ml / bottle		bottle						
140 Open (U-tube) Manometer with Simple Water Pressure App Nakamura Type (and accessories)		unit						
141 Penlight, 2" AA", aluminum alloy case		pc						
142 Petri Dish		pc						
143 Petri Dish, Ø 100mm (minimum)		pc						
144 Phenolphthalein Indicator, 100 grams/bottle		bottle						
145 Plant Cell Chart, tarpaulin, 660mm x 500mm		pc						
146 Plastic Rod, solid, Ø 6mm (minimum) x 300mm long (insulator)		pc						
147 Plastic spoon, transparent, 15.24cm length		pc						
148 Poster on Basic Laboratory Apparatuses, 30" x 40", tarpaulin		pc						
149 Poster on Laboratory Safety Rules, 30" x 40", tarpaulin, wall mount		unit						
150 Poster: Layers of the Earth, 33" x 52", tarpaulin		unit						
151 Poster: The Richter Magnitude Scale, 33" x 52", tarpaulin		bottle						
152 Potassium Chloride, 100 grams / bottle		bottle						
153 Potassium Iodide, KI, 100 grams / bottle Prism, right-angle, acrylic, T=10mm; Base=40mm; H=65mm or 90" x 45" x 45"; Hyp: 75mm		pc						
154 Protractor, plastic, 180°, semi-circular, 15cm diameter (minimum)		pc						
155 Pully Set: Double Pully Assembly		assy						
Single Pully Assembly		pc						
156 Pyramid of Biomass Chart, 660mm x 500mm		unit						
157 Rain Gauge		set						
Refraction Blocks (1 set is composed of 1 pc Glass & 1 pc Acrylic), semi-circular blocks		unit						
158 Refraction Tank		set						
159 Resistance Board, 3 boards/set		set						
160 Resonance Tube Set, close-ended		unit						
161 Ring and Ball Apparatus		pc						
162 Ring with stem		pc						
163 Rock Samples Box, 24 compartments, minerals and 3 rock types		pc						
164 Rubber Stopper # 0, with 1 hole		pc						
165 Rubber Stopper # 0, without holes		pc						
166 Rubber Stopper # 6 with 2 holes		pc						
167 Rubber Stopper for Ø 18mm test tube		pc						
168 Rubber stopper for 250 ml Erlenmeyer flask, with 1 hole		pc						
169 Rubber stopper for 250 ml Erlenmeyer flask, with 2 holes		pc						
170 Rubber stopper for 1 Liter test tube		pc						
171 Rubber stopper for 1 Liter test tube		pair						
172 Rubber stopper for 1 Liter test tube		unit						
173 Rubber stopper for 1 Liter test tube		pc						
174 Rubber stopper for 1 Liter test tube		pc						
175 Rubber stopper for 1 Liter test tube		pc						
176 Rubber stopper for 1 Liter test tube		pc						
177 Rubber stopper for 1 Liter test tube		pc						
178 Rubber stopper for 1 Liter test tube		pc						
179 Rubber stopper for 1 Liter test tube		pc						
180 Rubber stopper for 1 Liter test tube		pc						
181 Rubber stopper for 1 Liter test tube		pc						
182 Rubber stopper for 1 Liter test tube		pc						
183 Rubber stopper for 1 Liter test tube		pc						
184 Rubber stopper for 1 Liter test tube		pc						
185 Rubber stopper for 1 Liter test tube		pc						
186 Rubber stopper for 1 Liter test tube		pc						
187 Rubber stopper for 1 Liter test tube		pc						
188 Rubber stopper for 1 Liter test tube		pc						
189 Rubber stopper for 1 Liter test tube		pc						
190 Rubber stopper for 1 Liter test tube		pc						
191 Rubber stopper for 1 Liter test tube		pc						
192 Rubber stopper for 1 Liter test tube		pc						
193 Rubber stopper for 1 Liter test tube		pc						
194 Rubber stopper for 1 Liter test tube		pc						
195 Rubber stopper for 1 Liter test tube		pc						
196 Rubber stopper for 1 Liter test tube		pc						
197 Rubber stopper for 1 Liter test tube		pc						
198 Rubber stopper for 1 Liter test tube		pc						
199 Rubber stopper for 1 Liter test tube		pc						
200 Rubber stopper for 1 Liter test tube		pc						

Name of Tool / Equipment / Learner's Material	If the equipment and / or learner's material has been received and mark with * if it was not.	write the number of the equipment and / or learner's material that has been received	in good working condition ?	in need of repair?	broken?	unservicable?	lost?	others, specify in the space provided below	the if the equip- ment
AWG # 18, white, 250mm long with banana plugs on both ends		pc							
AWG # 18, blue, 250mm long with banana plugs on both ends		pc							
176 Set of Tools		set							
Screwdriver, flat, 3/16" tip W x 6" L		pc							
Screwdriver, phillips, Point size blade #3 x 6" long		pc							
Long Nose Pliers with side cutter, 6"		pr							
Mechanical-Wire Cutler and Pliers, 6"		pr							
Soldering Iron, 60 watts		pc							
Ball Peen Hammer, length including handle is 11", 350 grams		pc							
Precision Screwdrivers Set, 6 pcs, with plastic casing		set							
Tweezers, stainless steel, with curved tips, 6 1/2" long		pr							
Soldering Lead, Ø1mm, Grade 60/40, Wt.: 1 lb/spool		spool							
Soldering Paste, all purpose flux, 50 grams/can		can							
177 Stinky Coil, metal, Ø3" x 4" long		pc							
178 Sodium hydroxide (Lye), odorless white semi-transparent solids, 250 grams / bottle		bottle							
179 Sodium Hydroxide (NaOH), pellets, 100 grams / bottle, technical grade		bottle							
180 Sodium sulfate, 100 grams / bottle		bottle							
181 Solar System Model		unit							
182 Sound Signal Generator Kit		unit							
183 Spare Parts:									
Worm with Axle Assembly of the Motorized Cart		assy							
Worm Gear A of the Motorized Cart		pc							
Spur Gear B of the Motorized Cart		pc							
Spur Gear C of the Motorized Cart		pc							
184 Spring Balances:									
10-Newton Spring Balance Assembly		assy							
5-Newton Spring Balance Assembly		assy							
2-Newton Spring Balance Assembly		assy							
185 Stainless steel metal screw # 6, 6mm x 3in		pc							
186 Stand Base Assembly		assy							
187 Stand Support		pc							
188 Steel Rod, solid, Ø 6mm (minimum) x 300mm long (Conductor)		pc							
189 Stirring Rod, Ø 6mm x 250mm long		pc							
190 Stopwatch, digital		pc							
191 Storage Cabinet for corrosive materials, PP		unit							
192 Storage Cabinets:									
integrated Science Storage Cabinet		pc							
Biology Storage Cabinet		pc							
Chemistry Storage Cabinet		pc							
Physics Storage Cabinet		pc							
193 Student Optical Bench Set with Meterstick		set							
194 Sulfur Powder, 100 grams / bottle		bottle							
195 Sun-Earth-Moon Model		unit							
196 Switch, knife-type		unit							
197 Syringe, 10 ml. Capacity, glass		pcs							
198 Syringe, 10 ml. Capacity, glass without needle		pc							
199 Telescope, astronomical		unit							
200 Terrestrial Globe, Ø 12 inches		unit							
201 Test Tube Brush		pc							
202 Test Tube Holder		pc							
203 Test Tube Rack		pc							
204 Test Tube, Ø16mm x 150mm long		sets							
205 Ticker Timer Set, 6-12V		set							
206 Transformer (Set of Coils)		pc							
207 Triangular File, 6" long, with handle		pc							
208 Tripod		set							
209 Tuning Fork Set (set of 8 tuning forks)		pair							
210 Tweezer, 6 1/2" long, stainless steel, self-closing, with wood handle & serrated jaws		assy							
211 Universal Beeshead Assembly		assy							
212 Universal Clamp Assembly		pack							
213 Universal pH Paper, pH 0-14, 100 strips/pack		pc							
214 Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		unit							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		pc							
Universal Stand (Basic Science)		bottle							
Universal Stand (Basic Science)		bottle							
Universal Stand (Basic Science)		bottle							

Name of Informant: _____

Office/Division/Region: _____

INDICATOR

YES NO

EVIDENCE

YES NO

REMARKS

A. PRELIMINARY INFORMATION

Does the School Property Custodian (SPC) has official designation issued by School Head/Superintendent?			Memorandum on Official designation			
Does the school have Alternate Receiving Personnel?			Memorandum on Official designation			
Do you prepare communications to the school personnel related to Property Management?			Memorandum			
			Advisory			
			Letter			
			Notice			

B. DELIVERY AND ACCEPTANCE OF ASSETS

Does the school have an Inspection and Acceptance Team?			Memorandum on Official designation			
Have you conducted inspection during the delivery?			Delivery Receipt			
			Inspection and Acceptance Receipt			
			Quality Receiver Test Questionnaire			
			PTR			
Do you have copy of the allocation/distribution list?			Allocation/Distribution List			
Were you informed of the upcoming deliveries of DepEd procured items?			Memo or Notice			
			Notice			
			Text message /phone call			

C. UTILIZATION OF ASSETS

Is your school recipient of DepEd procured Equipment?						
a.) Science & Math Equipment (SME)			DR			
			PTR			
			ORTQ			
b.) TVL tools and Equipment (TVL)			DR			
			IAR			
			PTR			
			ORTQ			
Does the property custodian solely accept the deliveries?			IAR with signature of SPC			
Do you have a list of recipient personnel in the school?			Recipient List			
			ICS			
			PAR			
Have anyone conducted monitoring activities in your school?			Visitors' Logbook: From....			
			DepED CO			
			DEpED RO			
			DepED SDO			
		Outside DepED			Pts. Specify:	
Do you maintain a Stock/Property Card?			Stock Card			
			Property Card			
Do you prepare issuance document?			ICS			
			PAR			
			RIS			
Do you forward Delivery receipts to your assigned Bookkeeper?			Duplicate copy of DR			
			Transmittal letter			
Do you submit RSMI regularly to your assigned Bookkeeper?			Copy of RSMI			
Do you have the required Inventory Report?						
			RPCI			Signed and Received by COA
			RPCPPE			Signed and Received by COA
Does the Inventory Report submitted on time?			Received date in the Report			

D. DISPOSAL OF ASSETS

Have you conducted Disposal activity?			IRLUP			
			Waste Material Report			
Do you have List of Assets for disposal?			List of Items for Disposal			
Does your school have BAC on Disposal?			Memorandum on the Composition of BAC on Disposal			
Do you have copy of Disposal procedures?			Copy of Disposal procedures			
Do you have Proof of Attendance for Property Custodianship?			Proof of Attendance			Pts. specify:
Do you have Updated COA Forms used according Manual?			Updated COA Forms used			
Do you have Proof of Attendance for all staffs related to Asset?			Proof of Attendance			Pts. specify:

Department of Education
BUREAU OF LEARNING RESOURCES

MONITORING TOOL
FGD GUIDE QUESTIONNAIRE

1/Who keeps the Tools and Equipment?	YES	NO
Property Custodian		
Laboratory Teacher		
Adviser/Subject Teacher		
Others, Specify		

2/Where are the Equipment/Learners' Material being kept?	YES	NO
Classroom		
Laboratory		
Property Room		
Principal's Office		
Others, Specify		

Teachers present in the FGD

Name and Learning Area presently Teaching				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Attach the attendance sheet

3	Are you aware that the school have these equipment/ learners' material? 3.1 How many teachers are aware? _____ Remarks:
4	Do you know how to use them? How many teachers knows how to use them? _____ Remarks:
5	What is your borrowing procedure? How many teachers had borrowed the tools/ learners' material?
6	How are the equipment/ learners' materials utilized? How many have been utilized? _____
7	Others: pls. document in narrative form other issues and concern discussed.



MONITORING TOOL - SCIENCE EQUIPMENT (GRADES 11 to 12)

Name of School: _____

School ID No.: _____ Division: _____ Region: _____

Name of School Head: _____

Name of Property Custodian: _____

Name of Informant: _____

Instruction to the Monitoring Team/Property Custodian/Laboratory Teacher/Teacher

Name of Tool / Equipment / Learner's Material	In the space provided below, marked with a ✓ if the equipment and / or learner's material has been received and mark with ✗ if it was not.	In the space provided below, write the number of the equipment and / or learner's material that has been received	Of the total number received, how many are... (marked with a ✓ in the choices you made. You can have more than one choice)					Do you need training on the use of the equipment / learner's material
			In good working condition?	In need of repair?	broken?	unserviceable?	lost?	
1) Advanced Electromagnetism Kit		set						
2 - Bar Magnets: Alnico type, 150 mm X 12 mm X 8 mm								
6 - Magnetic compass, 20 mm diameter								
2 - U-Magnets, Alnico, 6 mm X 16 mm cross section X 100 mm long, jaw opening: 50 mm								
1 - Magnetic field mapper-9 cm X 16 cm clear transparent casing contains iron filings immersed in transformer oil, should clearly show magnetic lines								
1 - spool magnet wire (enamel coated) #20, 100 ft								
1 - steel rod 1/2" dia x 4" long								
2 - copper wire solid, #14, insulated, 15 each cm long								
3 - wood blocks 1" X 3" X 4" with pilot holes that run through center of block								
2) Air Blower		unit						
3) Alcohol Burner, glass, 150 ml. capacity		pc						
4) Alcohol Thermometer, -20°C to 110°C		pc						
5) Ammonium Chloride, 100 grams / bottle		bottle						
6) Archimedes Principle Set		set						
7) Astronomy Multimedia Package		package						
8) Balance, Triple-Beam, 2610-gram capacity		unit						
9) Basic Electronics Kit		set						
a) Resistors: 1 assembly 1000 Ω, 2 watts; 1 assembly 2000 Ω, 2 watts; 1 assembly 10 kΩ, 2 watts; 1 assembly 100 kΩ 2 watts								
b) Rectifier Diodes, IN 4002: 4 assemblies								
c) LED, large size - 1 assembly, white								
d) NPN transistor, 2N3440 or 2N3439 or equivalent - 1 assembly								
e) Capacitor 1500 μF, 25 V- 1 assembly								
f) Variable Resistor, large, rotary, carbon, 5 kΩ, mono-1 assembly								
10) Basic Lens Set		set						
11) Beaker, 100 ml, borosilicate		pc						
12) Beaker, 250 ml, borosilicate		pc						
13) Beaker, 250 ml., borosilicate		pc						
14) Beaker, 50 ml, borosilicate		pc						
15) Beaker, 500 ml, borosilicate		pc						
16) Beaker, 500 ml., plastic		pc						
17) Benedict's Solution, 100ml/bottle		bottle						
18) Beral Pipette Dropper, 1 ml. capacity		pc						
19) Boric Acid, 100 grams / bottle		bottle						
20) Bromothymol blue, 100 ml / bottle		bottle						
21) Bunsen Burner, gas-type		unit						
22) Burette, 25 ml. capacity (acid)		pc						
23) Burette, 25 ml. capacity (base)		pc						
24) Calcium Chloride, 100 grams / bottle		bottle						
25) Calorimeter		pc						
26) Centrifuge		unit						
27) Coefficient of Linear Expansion		set						
28) Condenser, Labbi type (with accessories)		set						
29) Copper Sulfate, CuSO ₄ , 100 grams / bottle		bottle						
30) Copper Sulfate		set						
31) Copper Sulfate, 5% solution		pc						
32) Copper Sulfate, 10% solution for 200 ml Erlenmeyer Flask		pc						
33) Copper Sulfate, 20% solution for 200 ml Erlenmeyer Flask		pc						
34) Copper Sulfate, 5% solution		unit						
35) Copper Sulfate, 10% solution		unit						
36) Copper Sulfate, 20% solution		set						
37) Copper Sulfate, 5% solution		set						
38) Copper Sulfate, 10% solution		pc						
39) Copper Sulfate, 20% solution		set						

Name of Tool / Equipment / Learner's Material	marked with a ✓ if the equipment and / or learner's material has been received and mark with x if it was not.	write the number of the equipment and or learner's material that has been received	in good working condition?	in need of repair?	broken?	unservicable?	lost?	others, specify in the space provided below	unit
42 Dry Cell Holder, size D									pc
43 Dry Cell, 9 volts									pc
44 Dry Cell, size D, 1.5 volts									pc
45 Electrolysis Apparatus, student type									pc
46 Engine Model (Internal Combustion)									set
47 Erlenmeyer Flask, 250 ml., borosilicate									pc
48 Evaporating Dish, 75 ml. capacity									pc
49 Ferrous Sulfate, 100 grams / bottle									bottle
50 Filter Paper, ordinary, 24" x 24" sheet									sheet
51 Filter Paper, ordinary, 600mm x 600mm sheet									sheet
52 Florence Flask, glass, 250 ml., round bottom									pc
53 Force Table									set
54 Fuse Holder w/ Fuse									set
55 Galvanometer									unit
56 Gentian Violet, 100 ml / bottle									bottle
57 Glass Cover Slips, 100's/box									box
58 Glass Funnel									pc
59 Glass Slides, 72's/box									pc
60 Glass Tubing, Ø 6mm x Ø 4mm x 1220mm long									length
61 Graduated Cylinder, 10 ml. capacity									pc
62 Graduated Cylinder, 100 ml. capacity									pc
63 Graduated Pipette, 10ml., with rubber pipettor									set
64 Halogen Tube									pc
65 Hand Gloves, acid/solvent-resistant, super nitrile									pair
66 Hand Lens, 10x magnification									pc
67 Hand Lens, at least 5x magnification									pc
68 Hydrochloric Acid, HCl, technical grade, 500 ml / bottle									bottle
69 Hydrometer for heavy liquids									pc
70 Hydrometer for light liquids									pc
71 Inorganic/Organic Molecular Model Set									set
72 Iodine Solution, 100 ml / bottle									bottle
73 Laboratory Hot Plate									unit
74 Laser Light, line laser type									unit
75 Laser Pointer, dual-function									pc
76 Litmus Paper Strips, blue, 100's/vial									vial
77 Litmus Paper Strips, red, 100's/vial									vial
78 Loud Speaker									unit
79 LPG tank with Gas, 11 kg. capacity, with accessories									unit
80 Magnesium Ribbon, 25 grams/roll (60 to 75 feet long)									roll
81 Magnetic Stirrer									unit
82 Manganese Dioxide, 50 grams / bottle									bottle
83 Microscope, Compound									unit
84 Miniature Light Bulb									pc
85 Miniature Light Bulb Holder Assembly									pc
86 Mirror Set									set
87 Model, Animal Meiosis									set
88 Model, Animal Mitosis									set
89 Model, Human Skeleton									unit
90 Model, Human Torso									unit
91 Molecular Geometry (VSEPR) Set									set
92 Mortar and Pestle, 150 ml. capacity									set
93 Motor-Generator Model Experiment Set									set
94 Multimeter, digital									unit
95 Musical Instrument (Miniature Guitar)									unit
96 NSTC Cart-Rail System (6 sets)									pc
Stand Base, 2 pc/set									in
Rail, 2 length/set									assy
Loading Pad Assembly, 1 assy/set									unit
Coil Spring loaded, 1 unit/set									unit
Cart with counterweight, 1 unit/set									assy
Support Post Assembly, 1 assy/set									pc
Small Mass, 3-gram, 5 pc/set									pc
Small Mass, 50-gram, 5 pc/set									pc
Small Hammer, 1 pc/set									in
Small Wedge, 3-mliner, 1 length/set									unit
Small Car, 1 unit/set									pc
Small 1.5 V size AA, 1 pc/set									bar
Small Modeling Clay, 1 bar/set									ball
Small Ball, 1 ball/set									ball
Small Ball, 1 ball/set									pc

Name of Tool / Equipment / Learner's Material	In the space provided below, marked with a ✓ if the equipment and / or learner's material has been received and mark with ✗ if it was not.	-in the space provided below, write the number of the equipment and / or learner's material that has been received	Of the total number received, how many are (marked with a ✓ in the choices you made. You can have more than one choice)						Do you need training on the use of the equipment / learner's material?
			In good working condition?	In need of repair?	broken?	unserviceable?	lost?	others, specify in the space provided below	
Stand Support, 4 pcs/set									
@ 9.5mm x 250mm long Stand Rod, 2 lengths/set			pc						
@ 9.5mm x 500mm long Stand Rod, 1 length/set			in						
Multiclamp Assembly, 1 assy/set			in						
Universal Borehead Assembly, 2 assy/set			assy						
Universal Clamp Assembly, 2 assy/set			assy						
100 NSTIG Storage Case 002			assy						
99 Open U-tube Manometer with Water Pressure Apparatus (Nakamura-type)			pc						
100 Open U-tube Manometer, glass, with accessories			set						
101 Optical Bench Set			unit						
102 Denosis Apparatus			set						
103 Petri Dish			unit						
104 pH Meter, range 0 to 14 pH			pc						
105 Phenolphthalein Indicator, 100 grams/bottle			unit						
106 Plastic Storage Box			bottle						
107 Potassium Chloride, 100 grams / bottle			pc						
108 Potassium Iodide, 100 grams / bottle			bottle						
109 Prism			bottle						
110 Reagent Bottle, narrow-mouth, amber glass (250 ml. capacity)			pc						
111 Reagent Bottle, wide-mouth, transparent glass (250ml. capacity)			pc						
112 Resistance Board			set						
113 Resonance Tube, close-ended			set						
114 Ring with stem			pc						
115 Ripple Tank Set			set						
116 Rock Samples Box, 24 compartments, with minerals of 3 rock types			set						
117 Rubber Stopper # 0 for Ø 16mm test tube			pc						
118 Rubber Stopper # 6, with 1 hole, for 250 ml Erlenmeyer Flask			pc						
119 Rubber Stopper # 5, with 2 holes, for 250 ml Erlenmeyer Flask			pc						
120 Rubber Stopper for Ø 16mm test tube			pc						
121 Safety Goggles, polycarbonate			pair						
122 Set of Coils			set						
123 Set of Connectors (# 16 copper, AWG stranded):									
Black, 350mm long, with alligator clip & banana plug on ends			pc						
Red, 350mm long, with alligator clip & banana plug on ends			pc						
White, 350mm long, with alligator clip & banana plug on ends			pc						
Blue, 350mm long, with alligator clip & banana plug on ends			pc						
124 Set of Tools			set						
One (1) set of Tools is composed of the following:									
Screwdriver, flat, 8", 1 pc									
Screwdriver, phillips, 6", 1 pc									
Long Nose Pliers, 8", 1 pair									
Mechanical Wire Cutter and Pliers, 6.5", 1 pair									
Soldering Iron, 60 watts, 1 pc									
Ball Peen Hammer, length is 11", 350g approx. weight, 1 pc									
Precision Screwdrivers Set, 8 pcs/set, with plastic casing, 1 set									
Tweezers, stainless steel, with curved tips, 6.5" long, 1 pair									
Consumables:									
Soldering Lead, Ø1mm, Grade 60/40, WL: 1 lb/spool, 1 spool									
Soldering Paste, 50 grams/can, 1 can									
125 Slinky Coil, metal			pc						
126 Sodium Hydroxide (Lye), 250 grams/bottle			bottle						
127 Sodium Sulfate, 100 grams / bottle			bottle						
128 Sound Signal Generator Kit			unit						
129 Spatula, porcelain and glazed			pc						
130 Stirring Rod, Ø 6mm x 250mm long			pc						
131 Storage Cabinet, stainless steel, for corrosive materials			unit						
132 Storage Cabinets for toxic, corrosive materials:									
Bench Storage Cabinet			unit						
Floor Storage Cabinet			unit						
Fume Storage Cabinet			unit						
Storage Cabinet			unit						
Storage Cabinet			bottle						
Storage Cabinet			bottle						
Storage Cabinet			pc						
Storage Cabinet			pc						
Storage Cabinet			pc						
Storage Cabinet			pc						
Storage Cabinet			unit						
Storage Cabinet			pc						
Storage Cabinet			pc						
Storage Cabinet			set						
Storage Cabinet			pack						

DEPARTMENT OF EDUCATION
BUREAU OF LEARNING RESOURCES

MONITORING TOOL
FGD GUIDE QUESTIONNAIRE

1 Who keeps the Tools and Equipment?	YES	NO
Property Custodian		
Laboratory Teacher		
Adviser/Subject Teacher		
Others, Specify		

2 Where are the Equipment/Learners' Material being kept?	YES	NO
Classroom		
Laboratory		
Property Room		
Principal's Office		
Others, Specify		

Teachers present in the FGD

	Name and	Learning Area presently Teaching			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attach the attendance sheet

3 Are you aware that the school have these equipment/ learners' material?
3.1 How many teachers are aware? _____
Remarks:

4 Do you know how to use them? How many teachers knows how to use them? _____
Remarks:

5 What is your borrowing procedure? How many teachers had borrowed the tools/ learners' material?

6 How are the equipment/ learners' materials utilized? How many have been utilized? _____

7 Discuss in narrative form other issues and concern discussed.

Department of Education
Bureau of Learning Resources - Cebu

School Level

Name of Informant: _____ Office/Division/Region: _____

INDICATOR	YES	NO	EVIDENCE	YES	NO	REMARKS
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A. PRELIMINARY INFORMATION

Does the School Property Custodian (SPC) has official designation issued by School Head/Superintendent?			Memorandum on Official designation			
Does the school have Alternate Receiving Personnel?			Memorandum on Official designation			
Do you prepare communications to the school personnel related to Property Management?			Memorandum			
			Advisory			
			Letter			
			Notice			

B. DELIVERY AND ACCEPTANCE OF ASSETS

Does the school have an inspection and Acceptance Team?			Memorandum on Official designation			
Have you conducted inspection during the delivery?			Delivery Receipt			
			Inspection and Acceptance Receipt			
			Quality Receiver Test Questionnaire			
			PTR			
Do you have copy of the allocation/distribution list?			Allocation/Distribution List			
Were you informed of the upcoming deliveries of DepEd procured items?			Memo or Notice			
			Notice			
			Text message /phone call			

C. UTILIZATION OF ASSETS

Is your school recipient of DepEd procured Equipment?						
a.) Science & Math Equipment (SME)			DR			
			PTR			
			QRTQ			
b.) TVL tools and Equipment (TVL)			DR			
			IAR			
			PTR			
			QRTQ			
Does the property custodian solely accept the deliveries?			IAR with signature of SPC			
Do you have a list of recipient personnel in the school?			Recipient List			
			ICS			
			PAR			
Have anyone conducted monitoring activities in your school?			Visitors' Logbook: From....			
			DepED CO			
			DepED RO			
			DepED SDO			
			Outside DepED			Pts. Specify:
Do you maintain a Stock/Property Card?			Stock Card			
			Property Card			
Do you prepare issuance document?			ICS			
			PAR			
			RIS			
Do you forward Delivery receipts to your assigned Bookkeeper?			Duplicate copy of DR			
			Transmittal letter			
Do you submit RSMI regularly to your assigned Bookkeeper?			Copy of RSMI			
Do you submit the required Inventory Report?						
Do you submit RPO?			Signed and Received by COA			
Do you submit RPO?			Signed and Received by COA			
Is your Inventory Report submitted on time?			Received date in the Report			

DISPOSAL OF ASSETS

Do you conduct disposal activity?			IIRUP			
			Waste Material Report			
Do you have list of Assets for disposal?			List of Items for Disposal			
Do you have BAC on Disposal?			Memorandum on the Composition of BAC on Disposal			
Do you have Manual Book on Disposal procedures?			Copy of Disposal procedures			
Do you have a Certificate of Attendance in Property Custodianship?			Proof of Attendance			Pts. specify:
Do you have a Manual Government Accounting Manual?			Updated COA Forms used			
Do you have a Certificate of Attendance in Seminar/workshop related to Asset?			Proof of Attendance			Pts. specify:



MONITORING TOOL - MATHEMATICS EQUIPMENT (GRADES 7 to 12)

Name of School: _____

School ID No. : _____ Division: _____ Region: _____

Name of School Head: _____

Name of Property Custodian: _____

Name of Informant: _____

Instruction to the Monitoring Team/Property Custodian/Laboratory Teacher/Teacher

Name of Tool / Equipment / Learner's Material	In the space provided below, marked with a ✓ if the equipment and / or learner's material has been received and mark with = if it was not.	In the space provided below, write the number of the equipment and / or learner's material that has been received	Of the total number received, how many are... (marked with a ✓ in the choices you made. You can have more than one choice)					Do you need training on the use of the equipment / learner's material
			In good working condition ?	In need of repair?	broken?	unserviceable?	lost?	
GRADES 7 to 10 (Junior High School)								
1) 60-minute Wood Hourglass Timer		pc						
2) Algebra Tiles, 32 postpack with variables and constants		pack						
3) Base Ten Blocks		set						
4) Beam Balance, double platform, 2000-gram capacity		unit						
5) Blackboard Compass, 600mm long, wooden		pc						
6) Blackboard protractor, semi-circular, 180°, Ø 600mm, wooden		pc						
7) Compass, Student-type, metal 150mm long		pc						
8) Counters (2 colors)		pc						
9) Dice, plastic, 25.4mm cube		pc						
10) Geoboard, square and circle, 5 x 5		pc						
11) Geoboard, square and circle, 11 x 11		pc						
12) Geometrical model set, 2 types of cones		set						
13) Geometrical model set, 2 types of cylinders		set						
14) Geometrical model set, 3 types of prisms		set						
15) Geometrical model set, 3 types of pyramids		set						
16) Geometrical model set, Spheres		set						
17) Geometrical models of Quadrilaterals		pc						
18) Graphing board, 1.2m x 1m, green, movable		unit						
19) Graphing Calculator, Non-projectable		unit						
20) Magnetic Compass (bearing navigation), 50mm		pc						
21) Meterstick, plastic		pc						
22) Model of Cone in a cylinder		set						
23) Model of Cut-out Triangle, assorted sizes		pc						
24) Model of Pyramid in a Prism		set						
25) Model of Sphere in a cylinder		set						
26) Probability Kit for Binomial Distribution and Pascal's Triangle		kit						
27) Protractor, Student-type, plastic, semi-circular, 180°		pc						
28) Ruler, Student-type		pc						
29) Scientific Calculator		unit						
30) Stopwatch, digital		unit						
31) Storage Cabinet for Mathematics		pc						
32) Sundial, plastic		unit						
33) Tape Measure, 1 meter		pc						
34) Thermometer, Clinical Type (Dust Scale)		pc						
35) Utility Kitchen/Spring Scale		unit						
36) Weighing Scale		unit						
GRADES 11 and 12 (Senior High School)								
37) Graphing Calculator, Non-projectable		unit						
38) Graphing Calculator, Projectable		unit						

School Level _____

Name of Informant _____

Office/Division/Region _____

INDICATOR	YES		NO		EVIDENCE	YES		NO		REMARKS

A. PRELIMINARY INFORMATION

Does the School Property Custodian (SPC) has official designation issued by School Head/Superintendent?					Memorandum on Official designation					
Does the school have Alternate Receiving Personnel?					Memorandum on Official designation					
Do you prepare communications to the school personnel related to Property Management?					Memorandum Advisory Letter Notice					

B. DELIVERY AND ACCEPTANCE OF ASSETS

Does the school have an Inspection and Acceptance Team?					Memorandum on Official designation					
Have you conducted inspection during the delivery?					Delivery Receipt Inspection and Acceptance Receipt Quality Receiver Test Questionnaire PTR					
Do you have copy of the allocation/distribution list?					Allocation/Distribution List					
Were you informed of the upcoming deliveries of DepEd procured items?					Memo or Notice Notice Text message /phone call					

C. UTILIZATION OF ASSETS

Is your school recipient of DepEd procured Equipment?					DR					
a.) Science & Math Equipment (SME)					PTR GRTQ					
b.) TVL Tools and Equipment (TVL)					DR IAR PTR GRTQ					
Does the property custodian solely accept the deliveries?					IAR with signature of SPC Recipient List					
Do you have a list of recipient personnel in the school?					ICS PAR					
Have anyone conducted monitoring activities in your school?					Visitors' Logbook: From... DepED CO DepED RO DepED SDO Outside DepED					Pts. Specify:
Do you maintain a Stock/Property Card?					Stock Card Property Card					
Do you prepare issuance document?					ICS PAR RIS					
Do you forward Delivery receipts to your assigned Bookkeeper?					Duplicate copy of DR Transmittal letter					
Do you submit RSMI regularly to your assigned Bookkeeper?					Copy of RSMI					
Do you have the required Inventory Report?					RPCI RPCPPE					
Does the inventory Report submitted on time?					Signed and Received by COA Signed and Received by COA Received date in the Report					

D. DISPOSAL OF ASSETS

Have you conducted Disposal activity?					IRUP Waste Material Report					
Do you have BAC of Assets for disposal?					List of Items for Disposal					
Do you have BAC on Disposal?					Memorandum on the Composition of BAC on Disposal					
Do you have Disposal procedures?					Copy of Disposal procedures					
Do you have Proof of Attendance on Property Custodianship?					Proof of Attendance					Pts. specify:
Do you have Government Accounting Manual?					Updated COA Forms used					
Do you have training/workshop related to Asset?					Proof of Attendance					Pts. specify:

Department of Education
BUREAU OF LEARNING RESOURCES

MONITORING TOOL
FGD GUIDE QUESTIONNAIRE

1 Who keeps the Tools and Equipment?	YES	NO
Property Custodian		
Laboratory Teacher		
Adviser/Subject Teacher		
Others, Specify		

2 Where are the Equipment/Learners' Material being kept?	YES	NO
Classroom		
Laboratory		
Property Room		
Principal's Office		
Others, Specify		

Teachers present in the FGD
Name and Learning Area presently Teaching

1					
2					
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Attach the attendance sheet

3 Are you aware that the school have these equipment/ learners' material?
3.1 How many teachers are aware? _____
Remarks:

4 Do you know how to use them? How many teachers knows how to use them? _____
Remarks:

5 What is your borrowing procedure? How many teachers had borrowed the tools/ learners' material?

6 How are the equipment/ learners' materials utilized? How many have been utilized? _____

7 Others: pls. document in narrative form other issues and concern discussed.

**QUESTIONNAIRE FOR FOCUS GROUP DISCUSSION
(Text-based Learning Resources)**

Instructions: Please response to the questions by checking Yes/No column. Fill out "Remarks" column for additional comments.

Questions	Yes	No	Remarks
1. Does the School Property Custodian have official designation issued by the School Head/ Superintendent?			
2. Are you aware of the distribution funds?			
3. Is the allocation enough to achieve 1:1 LM ratio?			
4. Are the delivered K to 3 LR's correct for the spoken mother tongue?			
5. Are the delivered LR's utilized in the teaching-learning process to a great extent?			
6. Are there LR's used aside from the centrally-delivered LR's?			
7. Are the LR's brought home by the learners?			
8. Did you find:			
a. physical production defects in the LR's			
b. content error/s			
c. language errors?			
9. Are the LM/TG or TX/TM align with each other?			
10. Are learners and teachers made to:			
a. pay for any lost LR's			
b. photocopy LR's			
c. replace LR's?			
11. Are there actions and guidelines to preserve and maintain LR's?			

Date: _____

Name of District/School: _____



Republic of the Philippines
Department of Education
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 23 2018

REGIONAL MEMORANDUM
No. 0537, s. 2018

Inter-Regional Post Delivery Audit and Inventory of LR's

To: Schools Division Superintendents

1. The Bureau of Learning Resources (BLR) will conduct an **Inter-Regional Post Delivery Audit and Inventory of LR's** in selected elementary, secondary and senior high schools in all the schools division offices on August 12-18, 2018 for Batch 1 and September 2-8, 2018 for Batch 2 inclusive of travel time. Region VII LRMD Supervisors are assigned in Luzon area. Kindly refer to the enclosed list with their respective assigned schools division to be monitored.
2. The following are the objectives of the said activity:
 - a) account the LR to learner ratio;
 - b) identify the problems in the deliveries and acceptance of LR's;
 - c) check the LR inventory report submitted by the concerned property custodians and/or supply officers; and
 - d) gather feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LR's.
3. All participants are requested to arrive at the National Educators Academy of the Philippines (NEAP), # 15 Cepeda St., Concepcion 1, Marikina City in the morning of August 12, 2018 (Batch 1) and September 2, 2018 (Batch 2) for the orientation. Immediately after the orientation, the participants will proceed to their assigned destinations. For those with flights e.g. bound to Palawan or Bicol areas, please book your flights early. Please take note that all participants will go back to the NEAP on August 17, 2018 (Batch 1) and September 7, 2018 (Batch 2) for the post evaluation and submission of travel reports.
4. Expenses for transportation, per diem, board and lodging, supplies, materials, and other miscellaneous expenses relative to the conduct of the activity shall be charged against BLR Funds. Transportation and other related expenses of the participants will be downloaded at the regional office. Reimbursement of travel expenses will be done at the regional office as soon as all required documents are submitted. All expenses are subject to the usual accounting and auditing rules and regulations.
5. This Memorandum also serves as **Travel Authority**.
6. Immediate dissemination of and compliance with this Memorandum is directed.

Juilet A. Jeruta
JUILET A. JERUTA
Director III
Officer-in-Charge


Inter-Regional Post Delivery Audit and Inventory of LRs

August 12-18, 2018

September 2-8, 2018

TRAVEL AUTHORITY

	Name	Position	Region	Division	Place to Visit		Date of Visit
					Region	Division	
1	Vanesa L. Harayo	EPS-LR Supervisor	VII	Cebu City	CAR	Ifugao	8/12-18/18
2	Raynilda G. Ramoneda	EPS-LR Supervisor	VII	Danao City	CAR	Baguio City	8/12-18/18
3	Maria Ligaya G. Panganiban	EPS-LR Supervisor	VII	Bais City	I	La Union	8/12-18/18
4	Luisa H. Igos	EPS-LR Supervisor	VII	Bayawan City	I	Ilocos Sur	8/12-18/18
5	Lourdesita P. Guardlarlo	EPS-LR Supervisor	VII	Bogo City	I	Ilocos Norte	8/12-18/18
8	Josephine D. Ercnico	EPS-LR Supervisor	VII	Bohol	I	Candon City	8/12-18/18
7	Eden C. Lequigan	EPS-LR Supervisor	VII	Toledo City	II	Isabela	8/12-18/18
8	Cristina T. Remocaido	EPS-LR Supervisor	VII	Carcar City	III	Bulacan	8/12-18/18
9	Wenerita A. Mirafior	EPS-LR Supervisor	VII	Dumagueta City	III	Gapan City	8/12-18/18
10	Merly J. Omambac	EPS-LR Supervisor	VII	Naga City, Cebu	III	Pampanga	8/12-18/18
11	Isaiash T. Wagas	EPS-LR Supervisor	VII	Cebu Prov.	IV-A	Marinduque	8/12-18/18
12	Roseita R. Abiera	EPS-LR Supervisor	VII	Negros Oriental	IV-A	Batangas	8/12-18/18
13	Nanette A. Nacor	EPS-LR Supervisor	VII	Talisay City	IV-A	Cavite Prov.	8/12-18/18
14	Susan T. Balbuena	EPS-LR Supervisor	VII	Guifulangan City	NCR	Malabon City	9/2-8/18
15	Ismaelta N. Desabilite	EPS-LR Supervisor	VII	Mandaue City	NCR	Valenzuela City	9/2-8/18
16	Glenda T. Catacutan	EPS-LR Supervisor	VII	Tanjay City	NCR	Pasig City	9/2-8/18
17	Teresita A. Bandalon	EPS-LR Supervisor	VII	Lapu-Lapu City	V	Catanduanes	8/12-18/18
18	Edesa T. Calvadores	EPS-LR Supervisor	VII	Siquijor	V	Inga City	8/12-18/18
19	Neolita S. Sarabia	EPS-LR Supervisor	VII	Tagbilaran City	V	Camarines Sur	8/12-18/18
20	Maurita F. Ponce	EPS-LR Supervisor	VII	Reg'l Office VII	II	Pangasinan II	8/12-18/18


JULIET A. JERUTA
 Director III
 Officer-in-Charge

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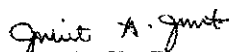
Inter-Regional Post Delivery Audit and Inventory of LRs

August 12-18, 2018

September 2-8, 2018

TRAVEL AUTHORITY

No.	Name	Position	Region	Division	Place to Visit		Date of Visit
					Region	Division	
1	Vaneasa L. Harayo	EPS-LR Supervisor	VII	Cebu City	CAR	Ifugao	8/12-18/18
2	Raynilda G. Ramoneda	EPS-LR Supervisor	VII	Danao City	CAR	Baguio City	8/12-18/18
3	Maria Ligaya G. Panganiban	EPS-LR Supervisor	VII	Bala City	I	La Union	8/12-18/18
4	Luisa H. Igos	EPS-LR Supervisor	VII	Bayawan City	I	Ilocos Sur	8/12-18/18
5	Lourdesita P. Guardiarlo	EPS-LR Supervisor	VII	Bogo City	I	Ilocos Norte	8/12-18/18
6	Josephine D. Fronico	EPS-LR Supervisor	VII	Bohol	I	Candon City	8/12-18/18
7	Eden C. Lequigan	EPS-LR Supervisor	VII	Toledo City	II	Isabela	8/12-18/18
8	Cristina T. Remocaldo	EPS-LR Supervisor	VII	Carcar City	III	Bulacan	8/12-18/18
9	Wenerita A. Miraflor	EPS-LR Supervisor	VII	Dumaguete City	III	Gapan City	8/12-18/18
10	Merly J. Omambac	EPS-LR Supervisor	VII	Naga City, Cebu	III	Pampanga	8/12-18/18
11	Isaiash T. Wagas	EPS-LR Supervisor	VII	Cebu Prov.	IV-A	Marinduque	8/12-18/18
12	Roseta R. Abiera	EPS-LR Supervisor	VII	Negros Oriental	IV-A	Batangas	8/12-18/18
13	Nanetta A. Naor	EPS-LR Supervisor	VII	Talisay City	IV-A	Cavite Prov.	8/12-18/18
14	Susan T. Baibuenta	EPS-LR Supervisor	VII	Guiftungan City	NCR	Malabon City	9/2-8/18
15	Ismaeita N. Desabillo	EPS-LR Supervisor	VII	Mandaue City	NCR	Valenzuela City	9/2-8/18
16	Glenda T. Catacutan	EPS-LR Supervisor	VII	Tanjay City	NCR	Pasig City	9/2-8/18
17	Teresita A. Bandalon	EPS-LR Supervisor	VII	Lapu-Lapu City	V	Catanduanes	8/12-18/18
18	Edeesa T. Calvadorse	EPS-LR Supervisor	VII	Siquijor	V	Iriga City	8/12-18/18
19	Neolita S. Sarabia	EPS-LR Supervisor	VII	Tagbilaran City	V	Camarines Sur	8/12-18/18
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Inter-Regional Post Delivery Audit and Inventory of Learning Resources

Indicative Program of Activities

	AM	
		<ul style="list-style-type: none">• Arrival of Participants• Registration/Billeting• First Meal Lunch
Day 0		
(Sunday)	PM	
	1:00 PM - 2:00 PM	Opening Program
	2:00 PM- 4:00 PM	Orientation Proper <ul style="list-style-type: none">• Activity Overview• Objectives• Terms of Reference• Simulation on Accomplishing Forms• Process of Monitoring

Day 1		
(Monday)	AM	
	6:00 - 7:00 AM	Breakfast
	7:00 AM onwards	Travel time of LR Monitors to their assigned division

Day 2 - 4		
(Tuesday-Thursday)		Monitoring Activities

Day 5		
(Friday)		Travel back to Manila

Day 6		
(Saturday)	6:30 AM – 8:30 am	Breakfast
	8:30 am – 12:00 nn	Post-evaluation <ul style="list-style-type: none">• Sharing of Experiences• Submission of Monitoring Reports
	12:00nn – 1:00 pm	Lunch Break
	1:00 pm onwards	Departure from Manila of LR Monitors to their respective stations
